

PACIFIC NORTHWEST GEOGRAPHIC AREA

INCIDENT BUSINESS MANAGEMENT GUIDELINES For Federal Agencies

May 11, 2021



PNWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

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PNWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

These guidelines emphasize the critical financial and administrative procedures to be followed on federal incidents within the Pacific Northwest Geographic Area (PNW) and to ensure consistency in incident business management issues. These Guidelines are intended to complement the 2018 NWCG STANDARDS FOR Interagency Incident Business Practices which provides national direction.

For 2021 Incident Fire Season we have included specific direction and guidelines from state partners and cooperators.

Units should supplement these Guidelines in Appendix A - Incident Business and Agency Contacts and Appendix H – Local Unit Requirements as necessary to address issues specific to their Units while conforming to the NWCG STANDARDS FOR IIB.

Incident Business Advisor

The Agency Administrator (AA) from the incident agency (host unit) is responsible for coordinating incident business responsibilities on their unit.

One or more fully qualified Incident Business Advisors (INBA) will normally be brought in to assist the AA on Type 1 or 2 incidents. To obtain an INBA for Forest Service or BLM jurisdiction fires, contact the state office or regional Incident Business Specialist at 503-808-6319 (office). INBAs will be “name requested.” INBAs will receive a delegation of authority from the AA. Specific responsibilities are defined in the delegation, see Appendix B. Other federal agencies will follow standard dispatch procedures to order an INBA.

COVID 2021 – This position may be used to help manage multiple incidents. They will coordinate closely with Agency Administrator(s) for tasking. This position may be remote/virtual.

Personnel

Length of Assignment

NWCG Standards for Interagency Incident Business Management regarding Length of Assignment. See <https://www.nwcg.gov/sites/default/files/publications/pms902.pdf> page 10-14.

Drivers Licensing Requirements

All drivers, including casual hires, of government owned, rented, or leased vehicles must adhere to employing agency specific certification/licensing requirements. All agencies require a valid State driver's license. See Appendix E for specific FS, Bureau of Land Management (BLM), and Fish and Wildlife Service (FWS) requirements.

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Ground Support Unit Leaders must be aware of how drivers assigned to the unit were hired. Only government employees, including ADs, may drive government owned, rented, or leased vehicles.

Lodging/Meals When on Incident

All resources assigned to an incident will follow incident agency requirements when staying at incident base or other location. **Individuals are not automatically entitled to stay in a hotel/motel, eat meals at restaurants, or claim per diem.** An individual assigned to an incident where sleeping arrangements are provided must remain at base camp, only in extreme circumstance will they be allowed to obtain lodging with full approval and documentation (Example(s): Pilot or Law Enforcement without appropriate safety storage for firearms). Individuals who deviate from incident agency provided accommodations will not be reimbursed for unauthorized expenses. Most incidents utilize a base camp to provide for resource needs through the use of a caterer, local restaurants, other food providers and issuance of a sleeping bag.

2021 COVID-19 – Situations may dictate that incident personnel will need to be housed in hotel/motel and claim per diem, in these situations where an incident camp exists agency administrator written approval with outlined justification is required.

Reasonable Accommodations

Any personnel, regardless of hiring status (regular government or casual), who requires a reasonable accommodation (RA) to perform duties in an incident environment, must have written approval for that RA from their home unit Human Resources or Civil Rights office. Prior to accepting an assignment, individuals should alert the incident of the RA needs so the IC and Agency Administrator can determine if the RA can be provided. If the RA cannot be satisfied, the individual should refuse the assignment. Should an accommodation be requested during the incident, the request must be referred back to the employee's hiring unit for adjudication per agency policy.

ADs/Casuals

The incident agency is responsible for either retaining the authority for hiring casuals or delegating it to the Incident Management Team (IMT). If the incident agency chooses to delegate the authority to an IMT, Appendix D must be completed and given to the Finance Section Chief (FSC).

Processing casual salary payments:

Hired by the FS – OF-288 and other required documentation should be submitted directly from the incident to the Albuquerque Service Center (ASC).

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Employee Common Identifier (ECI) is required for processing of the OF-288, a listing of ECIs for Forest Service AD hires can be found on the [Incident Business Practices Personnel webpage](https://www.fs.usda.gov/managing-land/fire/ibp/personnel) (<https://www.fs.usda.gov/managing-land/fire/ibp/personnel>) under USFS 2021 Administratively Determined (AD) Pay Plan and 2021 ECI Report.

If an ECI is needed for existing casuals not listed on the report or the incident is unable to access the report, contact Incident Finance for ECI information ASC 1(877) 372-7284 Option 1.

Casuals hired by the Forest Service (FS) will have incidental travel paid in accordance with the current FS AD Pay Plan for Emergency Workers. Travel reimbursements may be paid on an OF-288 under the Pay Plan rates or through ETS2 under the Federal Travel Regulations.

Hired by the Department of Interior (DOI) – OF-288 and other required documentation will be given to the employee upon demobilization for submission through their home units. DOI policy allows some travel costs to be reimbursed on the OF-288 but this will be completed by the home unit and not at the incident.

If an ECI is needed for a new casual and the hiring information has not yet been submitted to the DOI Casual Payment Center (CPC), the Approving Official (AO) from the BLM AD's sponsoring unit may contact the CPC to have an ECI generated and provided over the phone. The AO must provide the casual's name, SSN, and location of hire. IMT finance will not be given any ECI numbers from the CPC.

If an ECI is needed for a new or existing casual and the hiring information has been submitted to the CPC, the AO from the BLM AD's sponsoring unit may call the CPC for ECI information. The AO must provide casual's name and SSN. Per direction from the CPC if the DOI AD does not have the ECI at the time of check-in with finance just leave the ECI Block enter 9999.

See "Payment Direction" for additional information regarding AD payments.

Hired by the **Washington State Department of Natural Resources** – Original OF-288 and other required documentation will be given to the employee upon demobilization for submission to their hiring unit. Pay provisions and rates for casual's hired by Washington State, can be found in the [Washington State Wage & Equipment Rate Guide](#).

Hired by the **Oregon State Department of Forestry (ODF)** – Original OF-288 and other required documentation needs to be kept with the file and given to the local ODF office on their last day. Pay provisions and rates for casual's hired by Oregon State, can be found in the ODF Equipment & Personnel Rate Guide

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Acquisition

United State US Forest Service Procurement and Property Services Branch Website

Consideration must be given to cost efficiencies, specific needs and past performance when obtaining requested services and supplies.

- **VIPR Agreements:** Water Handling (Engines, Water Tenders)
- Heavy Equipment (Dozers, Excavators (transport included)))
- Miscellaneous Heavy Equipment (Road Graders, Feller Bunchers, Strip Mulchers/Masticators, Skidders, Mulchers)
- Heavy Equipment with Water (Skidgines, Soft tracks, Pumper Cats)
- Weed Washing Units
- Mechanic with Service Truck
- Fallers (Modules and Singles)
- Fuel Tenders
- Potable & Gray Water Trucks/Handwashing Stations (Trailer Mounted)
- Refrigerated Trailers
- Chippers
- Vehicles with Driver
- Ambulance and EMT Services
- Camp Security Personnel

Regional VIPR (Generic Template) Agreements:

- Ambulance and EMT Services
- Incident Securities

National Contracts/Agreements

- National Type 2 IA/Type II Crews
- Buses
- Communications Trailers
- Clerical Support Unit
- Mobile Laundry Units
- GIS Unit
- Helicopter Operations Support Trailer
- Miscellaneous Equipment established on source Lists
- Preseason Agreements
- NERV (National Emergency Rental Vehicles)
- Incident Recycling Services

The Finance Section and Buying Team Leader may be given a copy of the Agency's Service and Supply Plan if available.

National and Regional agreements/contracts can be found on the [R6 Fire Procurement webpage](#)

(https://www.fs.usda.gov/detail/r6/workingtogether/contracting/?cid=fsbdev2_027111)

Emergency Equipment Rental Agreements (EERA)

EERAs are valid only for the duration of a specific incident. EERAs require the same documentation and payment process as any other agreement.

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Complex Resources- Equipment signed up under an EERA on a complex incident can be reassigned under the same complex without a new agreement since the resource was originally hired under the “parent fire” of the complex.

An “administrative change” in FAR 43.101 means a unilateral contract change, in writing, as a contract change that does not affect the substantive rights of the parties (e.g. a change in the payment office, incident #, financial code, etc.). For the purpose of administration, an incident may include a resource utilized for complexes, mergers, splits, or lend/lease for one unit or IMT managing multiple incidents. In these circumstances, the resource may continue performance under the original EERA or LUA. If the resource is needed on an incident outside the responsible area of the incident management team, a new EERA or LUA shall be written.

The IMT will not sign up any non-dispatched equipment that shows up at fire camp (e.g. “fire chasers”) without prior approval from the AA/INBA.

Release of Contract Resources

Demobilization. When demobilizing contract equipment, vendors awarded an agreement as a result of competitive solicitations, shall be given priority to remain on the incident over resources with incident only agreements, unless the IC determines it is necessary to deviate based on a specific incident need or objective. Reference: pursuant to D.6.8 – DEMOBILIZATION: The incident Commander will determine the priority of demobilization

Administrative Office for Payment

Please include a name and contact # when completing the Administrative Office for Payment section of e-ISuite. This should be the Point of Contact at the Payment Agency that can answer contractor questions regarding their payments. This is critical information for non-FS incidents. During the demob process, please ensure that contractors are aware of this information.

Incident Driving – See Appendix E for specific driving information as it pertains to contractors.

Incident Fuel Purchases

The FS, Region 6 has implemented fuel vendor acceptance all major credit cards (WEX Card is not considered a major credit card). There may be circumstances when a fuel vendor does not accept credit cards. The Pacific Northwest (PNW) Supplemental Provisions are written to accommodate fuel vendors. Refer to Appendix F for details.

Recycling Sustainable Operations in Incident Management

2021 Interagency Standards for Fire and Fire Aviation Operations (Red Book) states, “Every incident should seek opportunities to reduce unnecessary waste and limit impacts associated with management actions...by promoting recycling and encouraging the use of alternative energy sources as long as such efforts do not compromise operational or safety objectives”

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This Link will take you to the Sustainable Operations website: [National Greening Fire Team](#)

Use this link to find information in Incident Recycling and other useful information.

BLM Sustainability Coordinator – Tsering Wangden, 503-808-6330 twangden@blm.gov

USFS Sustainability Coordinator – (Obtain name at local unit)

Procurement Support and Buying Team Procedures

The incident agency is responsible for providing direction regarding local and regional agency procurement procedures. Procedures will be provided at in-brief or in delegation of authority. Local units will be responsible to provide local procurement support with additional contracting support available through the national organizations. When incidents exceed local unit capacity a Buying Team order may be placed. The Buying Team procurements will be in accordance with local and regional direction. If no Buying Team is assigned, the incident agency will provide purchasing support and direction to the IMT.

Resource orders and documentation for purchases are required for the fire records.

Standing orders for items such as water or electrolyte type drinks should be reviewed every 5 days. This guideline is most critical to be performed towards the end of an incident.

All Procurement Support and Buying Team organizations will utilize a spreadsheet for tracking expenditures and reporting costs to IMTs.

Prohibited, Restricted, and Specialty Items

Normal purchasing restrictions apply to emergency incident operations. All Department of Agriculture and DOI office supply purchases must be made through the GSA Office Supply Federal Strategic Sourcing Initiative (FSSI) BPAs or federal mandatory supply sources (i.e. USDA's Ability One Supply Store, Paperclips, etc.). When circumstances exist which necessitate the acquisition of unique or specialty items, incident agency procedures will be followed. Refer to Appendix G for a list of prohibited, restricted, and specialty items.

The Purchasers will coordinate with the AA/INBA on all specialty (unusual or expensive) items or services.

Accountable and sensitive property purchased by the Buying Team will be documented on an agency specific property transfer form (e.g. AD-107 or Incident Waybill) and a copy left in the fire finance package.

Supplemental Food and Drinks

The IMT and Buying Team will follow the Supplemental Food Policy as stated in the NWCG [Standards for Interagency Incident Business Management](#), Chapter 20. Exceptions to this policy shall have written approval by the AA/INBA before obtaining supplemental items.

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Per national direction, supplemental foods are normally not provided at settings such as Expanded Dispatch, Mobilization Centers, Area Command Offices, Fire Caches, Tanker Bases, Staging Areas, or other non-fire camp locations.

There may be exceptions for these locations; e.g. where sufficient potable water is not available to accommodate the number of personnel on site. IIBM "Bottled water is not a supplemental food and may be provided in accordance with incident agency policy." NWCG SIIBM 20-111, 6-7

Leasing vs. Purchasing of Equipment

RENTAL: As a general rule, rent or lease equipment rather than purchase equipment. Use the following strategies to manage costs:

- Rates should be established following standard commercial practices. Daily, weekly, or monthly rates should be utilized depending on the duration, type of equipment, etc. Payment will be at the rate (daily, weekly, monthly) that is most beneficial to the Government.
- It may be appropriate to include a provision for conversion to government ownership after a specified period of rental/lease. Consider the purchase factors below.
- It is recommended that items identified for lease be termed a "service" contract. For items not deemed a service contract, the lease must be supported by a written determination.

PURCHASE: When advantageous to the government, purchase rather than lease equipment. Consider and document all of the following factors:

- Total cost of purchase versus rental/lease
- Cost of handling, storage, and disposal
- Potential for use on future incidents
- Capability and availability of fire cache storage
- Maintenance and other service costs
- Technical approvals, if needed

Coordinate the rental/lease versus acquisition with the AA (through the INBA) and local fire cache manager.

Rental Vehicles

Rental vehicles continue to be a high cost center. It is the responsibility of the incident agency to provide local transportation to incoming incident personnel. IMTs are expected to keep the number of rental vehicles to a minimum.

There are two options for obtaining rental vehicles for fire use.

1. NERV (BPA) Agreement

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NERV (BPA) Agreement - Agencies (federal and cooperator use only! Contractors are not allowed to use NERV agreement,) utilize the NERV BPA off-road rental vehicles. Employees authorized by their respective agencies to rent a vehicle are eligible to rent through NERV. Renters will require either an Overhead (O#) or Equipment (E#) approved resource order prior to making a reservation noting off-road vehicle authorize. This option also allows dispatchers to order vehicles for individuals that need an off-road vehicle. These rentals are paid by the FS via Government Purchase Card. All damage claims will be adjudicated by the NERV program. Renters are required to submit damage/claim documentation to NERV. Each vehicle is to be tracked and processed for payment as stated on the [NERV Payment Cover Sheet Requirements](https://sites.google.com/a/firenet.gov/nerv/new-nerv-request) (<https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>)

Go to the [NERV website](#) for a New NERV request, tire repair requirements, [NERV Dispatch Fill Report](#), and common Q & A.

2. Agency Travel System Rental Car

Agency Travel System (ATS) – For personnel in overhead positions not requiring off road use and assigned to Forest office locations (i.e. Dispatchers, Buying Team members, camp personnel, ADs). ATS rental vehicles should be obtained through the agency travel system. The vehicle should be rented on the individual's federal travel card using a travel voucher. When procuring a rental vehicle the agreement should have "Government Administrative Rate Supplement (GARS)" identified on the contract. At a minimum, the contract must state the vehicle is a government rental and must reflect on the contract that the fee is at government rate. Failure to have this specification on the contract could result in the employee being held personally liable for damages.

When renting and/or picking up a rental vehicle, ensure that the Rental Company understands which method of procurement is being used. Rental vehicles should be shared when possible. Reimbursement for all methods requires approval of rental vehicle by the incident agency and documented on the Resource Order.

For COST purposes: Track rental vehicle costs that are being charged to the Incident's job code in e-ISuite. All Rental vehicles costs are not accrued.

- These costs are captured in the Transportation In/Out spreadsheet used by COST. Use the cost average of \$100 daily per rental vehicle as determined by the Regional CO.

Ambulance/EMT Services:

Ambulance/EMT Services are currently available for order through IROC and the agreement is based on the VIPR generic template. All normal dispatching protocols, priorities and exceptions are in effect.

Resources include:

1. Ambulances - Type 1, Type 2, Type 3, & Type 4

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2. Emergency Medical Technicians - Basic or Advanced
3. Paramedics

(Both EMTs and Paramedics can be ordered as Fire line qualified which come with a Contractor provided Off Road Vehicle)

There are four host Dispatch Centers for these resources:

1. OR-BIC (Burns, OR)
2. OR-EIC (Eugene, OR)
3. WA-CCC (Vancouver, WA)
4. WA-PSC (Puget Sound, WA)

For additional information concerning the [Ambulance & EMT Agreements see the Region 6 Fire and Aviation Contracting website.](#)

Internet Services / Cell Phones / Tablets

Internet Services are not in VIPR, but can be ordered on an incident only EERA and signed by any warranted CO or purchasing agent. Additionally, some National Clerical Support Trailers may have the ability to provide internet services for an additional charge.

Cell phones/Tablets, if required by the position on the incident, should be provided by the incident agency. Government and Personal cell phones/tablets brought to an incident will not charge usage back to the incident. (See NWCG IIBHB PMS902)

Cell On Wheels (COW) and Cell On Light Truck (COLT) can be offered through several national wireless carriers, however given the increased demand these resources are in extremely short supply. Private vendors have invested in this technology and services may be obtained on an EERA.

Payment Direction

Payment package documentation requirements may be different depending on the jurisdictional agency of the incident. It is critical that requirements are verified with the Incident Agency.

All payment documents generated by the incident will be supported with shift tickets (unless making payment by a commercial invoice) or crew time reports documenting use and receipt of services/supplies. Supporting documentation must be included in the final finance package. Follow agency guidelines when determining supporting documents for inclusion in payment package.

FS Payment Packages – All payment packages (casuals and contractors) for FS incidents are submitted directly to the ASC. For Casual Pay, all invoices may be submitted via fax (866-816-9532) or via email SM.FS.asc_ipc@usda.gov Send invoices for National Contracts, Crews, I-BPA VIPR / EERA via email to SM.FS.asc_eera@usda.gov, or hard copy. For Cooperative

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Agreements submit payment packages in accordance with Cooperative Agreement Operating Plan.

Use only one payment method when sending packages. Email and faxing are the preferred methods. **When sending by email or fax, do not send hardcopies.**

When scanning documents to send to ASC Incident Finance for payment please ensure that you scan cover page and package together so as to ensure they do not get separated during the payment process.

Hard copy packages are to be sent to:

US Forest Service
Incident Finance
5141 Masthead St NE
Albuquerque, NM 87109

Fax: E-Fax (866) 816-9532

To facilitate tracking of payments, the naming convention for each transmittal shall include the incident number, IMT Name, followed by a sequential numbering system. Stamp stating 'scanned and date' is required on all invoices which have been sent to ASC by email or fax.

For Example: OR-UMF-Fire Number-IMT Name & Unique Number
would be OR-UMF-00346-Pendleton 001

In those instances where an incident is large enough to require zones, coordination between the Finance Chiefs is required to determine a unique alpha identifier for each zone to be used as part of the sequential numbering system.

Example: OR-ROF-00211-Pendleton A001 (zone A of incident)
OR-ROF-00211-Allen B001 (zone B of incident)

For hardcopy files stamped originals of payment documents which have been emailed or faxed to ASC should be filed in the Finance box for the host unit in alphabetic order in the appropriate section, i.e. Personnel or Acquisition. A photocopy is not necessary, only originals. Host units will maintain the Finance records in compliance with agency policy.

DOI Payment Packages – All payment packages (casuals and contractors) for DOI incidents are submitted to the incident agency for processing.

- **BLM payment information for casuals and contracts can be found on the R6 website Incident Business Website under Coordination [2021 BLM Orange Book \(https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680242&width=full\)](https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680242&width=full)**

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- **NPS payment information for casualls and contracts:** All payments for casualls and contracts will be routed through the incident home unit or NPS Payment Team, if there is one assigned to incident.
- **FWS payment information for casualls and contracts:** All payments for casualls and contracts will be routed through the incident home unit.

State Payment Packages – All payment packages (casualls and contractors) for Northwest State incidents are submitted to the incident agency for processing.

- **State of Oregon payment information for casualls and contracts:** Similar to Washington State direction below, contact local unit.
- **State of Washington payment information for casualls and contracts:** If Washington is a jurisdictional agency contact local unit. If Washington is not a jurisdictional agency, original copies of all required documents will be sent home with the resources to be submitted to their hiring unit for processing.

Property Management

IMTs will emphasize good property management. The IMT will implement property checkout and return procedures to ensure proper accountability. Special consideration should be given to accountable and trackable items.

Government Property

All cache items will be returned to the cache in accordance with agency procedures. All procured non-standard cache property left with the agency at the close of the incident will be properly transferred on an agency specific property transfer form (e.g. AD-107). The IMT will work with the identified incident agency property management contact for disposition of all non-standard cache items.

All lost, damaged, or destroyed property shall be documented on the appropriate agency form (e.g. Fire Suppression Property Loss or Damage Report, OF-289 with a witness statement), signed by the employee's incident supervisor, and processed in accordance with incident agency and IMT procedures. A copy should be retained in the incident fire finance package.

For replacement with incident funds, the item must have been clearly damaged or destroyed on the incident and use of the property must have been approved by the IMT and appropriate to the incident position. Specialized equipment brought from the home unit must be documented on a resource order. The incident agency is responsible for approving non-standard cache property replacements; however, approval authority may be delegated by the AA to the INBA, FSC, Logistics Section Chief (LSC), or other.

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For incident replacements at local units where an Incident Management Team is not assigned refer to Appendix H for local unit requirements and approval authorities.

All non-standard items with equivalent available through the cache (e.g. sleeping bags and Kevlar pants) will be replaced with cache items. Replacement for normal wear and tear is through home unit project funds. An s# will be issued for non-standard items for the amount equivalent to the cache item.

Government Fleet – Repair and Maintenance

When a vehicle is dispatched to an incident, the incident pays for repairs from mobilization through demobilization. Routine, normal maintenance, however, is charged to their Home Unit. Individuals need to work with their Home Unit Fleet Management to obtain the appropriate charge code. All repairs over \$2,500 need prior approval by Regional Office Fleet Management. All required repairs must be paid for using the agencies vehicles' fleet credit card.

Property Issued to Contractors

VIPR Agreements:

Accountable and durable property may be loaned or exchanged at the incident in critical situations or it is identified in the agreement specifications. The Contractor shall arrive at the incident fully outfitted and prepared to perform under the terms of the agreement. If the resource, upon arrival at the incident or during the course of the incident does not have the required equipment or personal protective equipment, it will be considered noncompliant. The Contractor may be given 24 hours to bring the resource into compliance.

Consumable Goods. Contractor will be charged for Consumable Goods supplied by the Government and used by the resource while Under Hire. The cost of all Consumable Goods, with the exception of those specifically listed below, shall be deducted from payment to the Contractor.

At the Government's discretion, the Government may provide the following incidental consumable goods at no cost, if available: one-quart plastic canteens, plastic sheeting, replacement radio batteries and replacement headlamp batteries, as required while under hire.

Government Furnished Hose and Complements / Attachments. The Contractor is required to arrive at an incident equipped with hose as required in Exhibit M. The Government may require that Contractor-owned hose and complements be left at the incident and the Contractor equipment be reassigned or demobilized without picking up that hose and/or complement. In these cases the following procedure shall be followed:

- (a) When the Government requires the Contractor to leave Contractor- owned hose and/or complements on an incident, the Government will provide the Contractor with

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Form AD-107 Report of Transfer of Property (or equivalent) to transfer the Contractors property to the Government.

(b) In the case of reassignments, the Contractor shall present the form to the supply unit at the incident who will loan the Contractor Government-furnished hose and/or complement (attachments). This will be done to ensure that the Contractor maintains viability (the ability to continue operations) at the reassigned incident. At the time of demobilization to the Designated Dispatch Point, all accountable/durable property shall be returned to the government.

(c) If the resource is being demobilized, no government hose or complement is issued. The Contractor may present a signed AD-107 form and a receipt for their Contractor-owned hose and complements left during performance of the work to the Incident Procurement Unit Leader or Contracting Officer. The amount of reimbursement will be negotiated and may be paid as an adjustment to the invoice.

(See VIPR contract agreement D.2.1)

VIPR (Vehicle with Driver):

Personal Protective Equipment (PPE) The contractor must provide the following PPE pursuant to D.2.1.2 of their VIPR agreement.

(1) BOOTS: All Leather uppers, lace-up type, minimum of 8 inches high with lug type sole in good condition (steel toed boots are not recommended).

(2) HARD HAT: Hardhat meeting NFPA Standard 1977 is required.

(3) GLOVES: One pair of heavy-duty leather per person.

(4) EYE PROTECTION: One pair (meets standards ANSI Z87, latest edition).

(5) HEARING PROTECTION: Use hearing protection whenever sound levels exceed 85 dB.

Earphones (headset) required with radio shall have built-in hearing protection.

(6) HEAD LAMP: With batteries and attachment for hardhat.

(7) FIRE SHELTER: New Generation Fire Shelter is required.

(8) FLAME RESISTANT CLOTHING (Shirt and Pants). A minimum of one full set of flame

resistant shirt and pants. For routine fireline duties, flame resistant clothing must be certified to NFPA 1977.

EERA – See Specific Clauses

Cooperative Agreements

Oregon and Washington Master Agreements

The incident agency will provide the incoming IMT with a copy of the State(s) Master Cooperative Wildland Fire Management and Stafford Act Response Agreement, along with any

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current Local Operating Plans or Supplements. The agreement documents cooperative suppression procedures agreed to by the five federal wildland fire agencies, the two states, and three protection associations in the Pacific Northwest.

Cooperative Fire Protection Agreements

Fire District equipment and personnel should be signed up through a Cooperative Fire Protection Agreement. All Fire District resources will provide a copy of their agreement to Finance at check-in. Enter all Fire District resources into e-ISuite to ensure costs are captured. A cooperator check-in sheet has been created to provide Finance with the necessary information to determine the correct payment agency and method of payment. See Appendix K.

MOU – ODOT/WSDOT

The Forest Service has a Memorandum of Understanding (MOU) with Oregon and Washington Departments of Transportation. Bureau of Land Management has an incident only MOU with the Oregon Department of Transportation. Refer to the current agreement on specifics for resources that are considered mutual aid and resources that are reimbursable. Agreements are posted on the [PNW Incident Business website under cooperative relations \(https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680243&width=full\)](https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680243&width=full)

Reimbursement to state department of transportation departments should be limited to activities/services that are beyond the established responsibilities of the department.

When the IMT requests assistance from Department of Transportation associated with incident management activities as defined within the MOU, the following steps should be followed:

INCIDENT MANAGEMENT REQUESTS:

Each MOU outlines both the Federal and State agency responsibilities associated with public and firefighter safety. During incident management activities such as a fire suppression emergency IMT and DOT personnel will coordinate to identify needs. It is important that records are completed, especially when IMTs are requesting assistance outside of DOT jurisdictional responsibility.

IMT Logistics:

1. A detailed description of work ordered by the IMT (This should also include - date, time and name of IMT member ordering the work (both signature and print) and billing address and point of contact name and phone number for DOT)
2. Inclusive dates and locations of work performed.
3. Number of DOT resources (employees, signs, etc.) needed and rates of each involved if available.
4. Place Resource Order - this will allow for payment associated with incident management activities. Include detailed description of work ordered by the IMT from above.

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5. Documentation with names of individuals, hours, vehicles, mileage etc. turned in daily (no more than every 3 days). This documentation can be on crew time report/equipment time report or department of transportation forms as long as all information is included.

IMT Finance:

1. Obtain documentation or services/supplies received by DOT from Logistics. (every 1-3 days)
2. Track a cost estimate for e-ISuite database (no need to input information as a contract or agreement through Equipment Time)
3. Keep a file for documentation that will be used for billing verification, to include:
 - a. The detailed description of work provided from above.
 - b. Resource Order for services provided
 - c. Copy of documentation, with signatures from both Logistics and DOT representative validating services received by agency

OREGON OFFICE OF STATE FIRE MARSHAL

The Oregon Office of State Fire Marshal (OSFM) coordinates three all-hazard IMTs comprised of structural fire service personnel and state employees.

Under the Emergency Conflagration Act (ORS 476.510), firefighting resources are requested by a local Authority Having Jurisdiction (AHJ) to assist with the management of incidents beyond the capacity of local resources and mutual aid. OSFM responds primarily to incidents which threaten lives, structures, or critical infrastructure. Firefighting resources mobilized by OSFM are almost always accompanied by an IMT.

IMTs and structural firefighting resources are ordered and tracked by OSFM. OSFM does not utilize the ROSS system. Personnel and apparatus are paid according to the Oregon State Fire Service Mobilization Plan. The plan also contains information related to authorities, training and typing, resource ordering, and expectations.

During a mobilization, responding structural resources can include strike teams, task forces, or a combination of the two. Structural apparatus are staffed with personnel meeting NWCG training requirements and having a variety of emergency medical response backgrounds and capability. Structural personnel can often be used to enhance scene safety, improving proximity of medical capability to fireline resources.

The OSFM IMT works with the local AHJ to draft a Delegation of Authority to set expectations and responsibilities for the IMT. These delegations often include specific objectives as well as physical boundaries within which the team and resources must operate. The IMT often forms a Unified Command with other IMTs that have or have been delegated authority for other areas within the incident boundaries.

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The principles of Unified Command demand that IMTs deployed to the same incident should collate, coordinate planning meetings and briefings, develop consistent public information messages, create one Incident Action Plan, and organize the teams into a safe and efficient operating structure. IMTs will integrate to the greatest extent allowed by their individual authorities and objectives. OSFM resources are often supported through the federal radio system to ensure communication effectiveness, and bring Communications Units with access to equipment and OSFM-licensed frequencies.

Because OSFM is not part of the Master Agreement, cost share agreements are instead established through the Oregon Department of Forestry. Local ODF personnel work with OSFM's IMT and their interagency Unified Command partners to ensure costs are shared equally.

OSFM ensures the deployed IMT and resources meet the responsibilities included in the Delegation of Authority. There is flexibility in the utilization of resources for wildland operations. OSFM resources are released once the mission outlined in the Delegation of Authority has been met.

Law Enforcement

A law enforcement agency contact from the local area will be identified to the IMT, who will make periodic contacts with the team. Refer to Appendix A for contact information.

Sheriff's Office personnel used on a FS incident must be covered under a Cooperative Law Enforcement Agreement; check with the local law enforcement officer for applicable agreements. For DOI, check with local law enforcement officer for availability of agreements.

Reimbursement to local law enforcement agencies should be limited to activities/services that are beyond the established responsibilities of the law enforcement agency. The Law Enforcement liaison can assist IMTs in determining responsibilities and the appropriate payment processes.

Incident security activities such as traffic control, camp security etc. may be handled by the law enforcement personnel assigned to the incident. Use unarmed security personnel when cost effective and appropriate to the security activities needed. Coordinate the decision to use contract security personnel with the incident law enforcement liaison identified in Appendix A.

Claims

Contract Claims

For the purpose of settling claims, any contracting officer acting within their delegated **warrant authority** may settle claims.

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At the end of the incident, all actual and potential claims will be fully documented, submitted to and reviewed with the responsible incident agency procurement official.

Tort/Non-Tort and Employee Claims

The Comp/Claims Unit Leader (COMP) will verify and implement the host agency expectations for claims processing. General guidance can be found in the NWCG STANDARDS FOR Interagency Incident Business Practices, chapter 70.

Resource Allocation

Resource Allocation Strategies have been developed to define guidance for the allocation of wildland fire resources in the PNW when resource shortages or extraordinary situations exist. Appendix I describes the financial implementation for each strategy. The five strategies include:

- Lend/Lease – Agreement between IMTs to share assigned resources for a limited period.
- Pre-Position – Mobilization of resources to a defined location in advance of anticipated need.
- Resource Reallocation – During periods of resource scarcity, this strategy will transfer resources between ongoing or emerging incidents to meet the current needs.
- IMT Reserve – Resources identified (if currently on an incident) or assembled (if not currently on an incident) and mobilized to support emerging new large incidents. IMT reserve is mobilized at the same time as the IMT.
- Surge Task Force – Pre-identified suppression resources with overhead that can effectively and efficiently implement special mission operations in a short time period (one to four days).

It is critical when sharing resources that they are tracked appropriately in e-ISuite. This is especially critical when a Cost Share Agreement is involved

Cost Share Agreements and Cost Accounting

Cost Share Agreements

Incident agencies are responsible for developing and signing Cost Share Agreements. **The IMT may be asked to assist and will need to verify that the Agreement can be implemented and costs can be accurately tracked.**

The incident agency, in coordination with the IMT is encouraged to order additional personnel if necessary to implement a complex Cost Share Agreement. Contact FS/BLM Regional Incident Business Specialist to obtain qualified personnel. Send a copy of the Cost Share Agreement to the Incident Business Management Coordinators for all agencies involved. See Appendix J for Incident Business Management Coordinators Contact Information.

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Western Oregon Operating Plan and Offset Protection Agreements can affect the settlement of final costs. IMTs should verify with the incident agency the existence of any Offset Protection Agreements.

Incident Support Cost

Incident Support Costs for signatories to the Pacific Master Cooperative Wildland Fire Management and Stafford Act Response Agreement will be actual indirect support costs, calculated based on direct and indirect support associated with the assigned incident. When either Oregon Conflagration or Washington Mobilization becomes involved and indirect support is provided the PNWCG camp support rate may be used as outlined below.

The suggested rate for incident support cost for non-signatories of are outlined below by year and are applied per person per day for direct line personnel. This rate is negotiable and should be based on the complexity of the incident and associated support requirements. This rate has increased 3% annually beginning in 2020. See Table Below *Reference PNWCG Approved Guidance for Camp Support Rates March 2019.*

| ANNUAL CAMP SUPPORT RATES | | |
|---------------------------|----|-----|
| 2019 | \$ | 264 |
| 2020 | \$ | 272 |
| 2021 | \$ | 280 |
| 2022 | \$ | 288 |
| 2023 | \$ | 297 |
| 2024 | \$ | 306 |

e-ISuite Requirements

On incidents, where a Type 1 or 2 Team is assigned, the e-ISuite program will be utilized. Cost share incidents will require tracking of all cost sharing information in COST including **completion of the “paying agency” field**. For the Pacific Northwest an Incident Cost Coding has been developed to assist you and clarify coding of Agency, Payment Agency and Accrual Category fields, this can be found on the [Region 6 Incident Business](https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680245&width=full) (<https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680245&width=full>) website.

e-ISuite Close-Out Requirements

A copy of the database should be made for the host unit and included in the Final Incident Package as well as following NWCG repository requirements per below at the end of the incident. At the change of each IMT the database is to be saved to the Repository, see instructions below. The database Admin username and password must be included.

e-ISuite Data Repository:

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The Data Repository is located under the NWCG e-ISuite [applications website](#). Instructions on uploading the database to the Data Repository can be found under e-ISuite User Support.

Access to the repository requires a NAP account prior to upload. Instructions for requesting a NAP user account can be found under [Requesting a NAP User Account](#). Be sure and select “EIS-e-ISuite Enterprise” as the “Application Access”.

Incident Accruals: Information related to accruals for Forest Service incidents can be found on the Incident Business webpage under [FS Albuquerque Service Center Yearly Guidance](#). For fires within the Pacific Northwest Geographic Area, follow the [incident cost coding matrix](#) to ensure appropriate accruals and coding for Cost Share settlements.

Incident Computer Systems: If an IMT is going to transition with another Team, the outgoing Team needs to coordinate with incoming team on computer order replacement system.

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Appendix A INCIDENT BUSINESS AND AGENCY CONTACTS

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel:

| Title | Name | Office Phone | Cellular Phone |
|----------------------------------|------|--------------|----------------|
| Agency Incident Bus. Specialist | | | |
| Incident Business Advisor (INBA) | | | |
| | | | |

AGENCY CONTACTS

| Title | Name | Office Phone | Cellular Phone |
|---|------|--------------|----------------|
| Human Resources | | | |
| Financial Management | | | |
| Acquisition/Contracting & Contract Claims | | | |
| Claims (Non-contract) | | | |
| Compensation/OWCP | | | |
| Agreement Specialist | | | |
| Safety | | | |
| Dispatch | | | |
| AD Hiring Contact | | | |
| State Contact | | | |
| Unit Aviation Contact | | | |
| Law Enforcement | | | |
| Property Management | | | |
| Information Resources | | | |
| Fleet | | | |
| COVID-19 Coordinator | | | |
| | | | |
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Appendix B

INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY TEMPLATE

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

To: Incident Business Advisor

This letter authorizes _____ to act as an Incident Business Advisor (INBA) for the _____ Incident(s). The INBA works as a liaison and advisor between the _____ and the Incident Management Team(s) (IMT) for all issues related to incident business management.

Specific responsibilities include:

- Maintains close communication with the Incident Commander, Finance Section Chief, and other members of the IMT, Area Command Team, and other administrative sections within the incident agency.
- Coordinates with Finance Section Chief for a daily flow of information. This includes a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the IMT in strategic planning, transitions, or significant changes in status.
- Provides guidance to the Agency Administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the Team to ensure cost control measures and other fiscal controls are in place. Specifically, the INBA monitors, tracks, and documents their involvement in cost containment items such as WFDSS, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Reviews questionable orders as requested by the Buying Team or Expanded Dispatch, and holds until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the INBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the IMT(s) concerning local, regional, and national incident business management policies. The INBA provides communication links, guidance, and advice to facilitate efficiency in business management practices.
- Reviews incident business administration practices to ensure compliance with approved practices and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.

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- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP, or any other sites that may support the incident. The INBA has full access to any and all administrative functions of the incident and is expected to make frequent site visits to all support locations.
- Verifies the IMT has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, and/or interagency coordinating groups such as MAC and Area Command Teams of the need for special support units such as Buying Teams, Payment Teams, Claims Teams, or other support as needed.
- Participates in the IMT initial briefing and closeout meeting and provides a critique of team incident business activities to both the Agency Administrator and the Team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Commander.
- May serve in the same role as identified above in Burned Area Emergency Response (BAER) and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command, and Administrative Representative, as needed.
- Ensures the eSuite database is uploaded into the national repository in accordance with NWCG standards.
- Provides a final written narrative that includes the following:
 - Procedures and processes that worked well
 - Areas that need improvement and recommendations
 - Documentation of decisions, policy established or changed
 - Incident Agency follow-up needed

The Agency Administrator is the primary point of contact, but coordination will be maintained with _____.

/s/ _____
(Agency Administrator)

cc: Unit Managers
Incident Management Team

**Appendix C
BUYING TEAM
DELEGATION OF AUTHORITY TEMPLATE**

File Code:
Route To:

Date:

Subject: Delegation of Authority – Buying Team

To: _____, Buying Team Leader

You are hereby delegated authority to procure for the _____ incident(s), on behalf of the _____ until released from this incident, and/or all procurements are reconciled.

All purchases are expected to be done within federal acquisition regulations; the NWCG Standards for Interagency Incident Business Management (IIBM) and supplemental; the National Interagency Buying Team Guide; and the Pacific Northwest Geographic Area, and local unit Incident Business Operating Guidelines.

The following are the Agency Administrators expectations of your team:

- Maintain a positive work attitude.
- Ensure your unit is working safely and maintains work rest guidelines and driving standards.
- Coordinate with the Incident Business Advisor (INBA) and Incident Management Team (IMT) on orders received when necessary.
- Provide daily cost to the IMT.
- All purchases must have a valid resource order
- Decision on whether to rent or purchase property should be made on a case-by-case basis through evaluation of comparative costs and other factors.
- Maintain communications with the IMT, Expanded Dispatch, INBA, and transportation.
- Coordinate with transportation to establish a schedule for delivery of items to the incident.
- Identify issues that need resolved and provide recommendations to correct the issue.
- Questionable orders should be discussed with the INBA (in the absence of an INBA the Agency Administrator (AA) or Fire Management Officer (FMO)).
- Provide transition report including what items are still left open for payment and copies of all purchases to the local unit made to include supplies, materials, equipment, property, and all agreements.

By the end of your first shift, you will need to provide the INBA and Dispatch (both local unit and expanded) with your team operating plan, including work hours and team contact information. Upon completion of your work assignment, you are to meet with current INBA and designated forest representative to discuss what was accomplished and to report total dollars expended by the team. An electronic log of expenditures will be provided to the agency. This log should include: fire code, vendor name, dates of work period, total expended, and transaction number.

Agency Administrator

Appendix D
DELEGATION OF AD HIRING AUTHORITY

File Code:

Date:

Route To:

Subject: Delegation of AD Hiring Authority

To: Incident Commander

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader, and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the NWCG STANDARDS FOR Interagency Incident Business Practices and its PNWCG supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the NWCG STANDARDS FOR IIB as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, refer to guidance within the plan under Position Classification, #7 Exception Positions. The Hiring Official will need to write a brief description of duties for payment and submit to State/Regional Incident Business Lead for classification and approval prior to hiring of casual

The agency contact for questions related to AD hiring is _____.

/s/ _____
Agency Administrator

Appendix E

DRIVING RESTRICTIONS AND LICENSING REQUIREMENTS

DRIVING RESTRICTIONS:

Agency personnel and contractors are required to follow the same incident driving policies as outlined in Chapter 10 of the NWCG STANDARDS FOR IIB, specifically:

- a. No driver will drive more than 10 hours (behind the wheel/actual driving time) within any duty-day (operational period).
- b. Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving time (behind the wheel/actual driving time) time limitation of 10 hours.
- c. A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift. An exception to the minimum off-duty hour requirement is allowed when essential to:
 - i. Accomplish immediate and critical suppression objectives, or
 - ii. Address immediate and critical firefighter or public safety issues.
- d. As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for personnel who exceed 16 hour work shifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations.
- e. Contractors are not authorized to drive government owned vehicles, equipment or government rental vehicles.

LICENSING REQUIREMENTS:

Any employee, including ADs, who needs to drive a federally owned or leased/rented vehicle, as well as privately owned vehicles for which an employee is reimbursed under the Federal Travel Regulations, must be authorized to do so. The following clarifies policy for the use and operation of government vehicles by our interagency partners and AD employees. Personal vehicles reimbursed under the Federal Travel Regulations are exempt from federal licensing requirements but must complete a driving safety program.

Clarification of the licensing requirements for interagency partners:

The established licensing direction in the current Master Cooperative Fire Protection Agreement shall be followed. The agreement states:

Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees of the Parties to this Agreement may operate each other's vehicles

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provided that operator meets the current operating guidelines and training requirements of their own Party.

Clarification of the AD employee requirements for driving/operator certification:

Not all ADs will require driver's authorization. Only those specifically hired as drivers or those ADs expected to drive rental cars or agency vehicles should be authorized. Related manual direction may be referenced in FSM 7130, FSH 6709.11 (Safety and Health Handbook) and FSH 7109.19 Chapter 60. BLM regulations can be found in Chapter 7 of the Red Book.

For AD hires that are dispatched frequently and have the need to use FS or BLM owned or leased vehicles up to 9,999 GVWR, certification should occur at the home unit. They must adhere to the following:

- Possess a valid state driver's license for the type of vehicle to be driven. The state license must be carried with the employee any time they are driving a government vehicle.
- Attend a Defensive Driving course with a refresher every four years.

The following regulations are FS only:

Forest Service specific guidelines on AD drivers can found at the [Region 6 Incident-Business web site](#).

FWS regulations:

All AD drivers must complete the FWS Driver Authorization Form (3-2267). For [FWS policy see FWS Service manual 321 FW1](#).

Appendix F

INCIDENT FUEL PURCHASES

The Fuel Tender agreement requires the fuel vendor to accept all major credit cards. The WEX card is not considered a major credit card. The Pacific Northwest Supplemental Provisions are written to accommodate fuel vendors who do accept credit cards. They read as follows:

- Contractors shall be able to accept all major credit cards for payment of fuel and provide receipts for sales at the incident.
- No payment will be made for refueling trucks (either bringing fuel to the dispensing truck or driving the truck to the bulk plant) or spill containment requirements.
- Fuel trucks shall have multi-fueling capability with two separate nozzles, one for gas and one for diesel.
- Fuel prices will be established at time of hire based on vendors cost plus a reasonable markup.
- All federal and state requirements shall be met when dealing with hazardous materials.

Fuel Vendor Tracking Process:

1. Fuel vendors who accept credit card transactions hired under an I-BPA are required to accept major credit cards as payment directly from the customer at the incident. These guidelines are to clarify the Regional policy for the fuel vendor's acceptance of credit cards as well as the customers (Government, interagency partners, cooperators, contractors) use of them as a replacement for the Form Emergency Equipment Fuel and Oil Issue form (OF-304 ticket). This process is a change from the previous method where the fuel vendor issued an OF-304 to the customer and was reimbursed at the incident on its Emergency Equipment Use Invoice, OF-286.
2. Contractors will no longer have their fuel purchases deducted from their OF-286 and will be responsible for paying for their own fuel at the time of purchase. Government employees, interagency partners and cooperators will use agency credit cards to purchase fuel. Fuel vendors will be responsible for tracking their own transactions and issuing receipts to the customers while the Incident Management Team will be responsible for tracking and paying for "Exception" fuel purchases only (see below).
3. The Fuel vendor is not required to submit receipts or OF-304s to the Finance Section for purchases made by contractors, government employees, interagency partners, and cooperators unless an exception applies.

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Exception Fuel Purchases

The IMT will be responsible for establishing a tracking process between Logistics, Finance, and the fuel vendor for exception purchases. The IMT will coordinate payment for fuel for rental vehicles assigned to the incident "fleet". Individuals renting vehicles through Agency Travel System are responsible for paying for their own fuel. Payment for Exception Fuel can be made on a Government purchase card or reimbursement on the fuel vendor's OF-286. A process for the payment for these purchases should be coordinated between the host unit, Finance Section, and Buying Team.

1. The following fuel purchases WILL BE paid for at the incident:

Exception Fuel Purchases

- Refrigerated trailer fill-ups
- Rental vehicles not covered below in number 2
- Line fuel
- Generators
- Light towers
- Miscellaneous ICP equipment
- Government owned vehicles if the WEX fleet cards are not accepted.

Fuel Vendor Tracking Process (without internet/cell phone service):

There may be circumstances that preclude the vendor from using a credit card system due to connectivity issues, remoteness of camp/fire location.

1. If the camp/fire location precludes use of credit cards, the Contractor shall complete OF-304 tickets and reconcile with the finance section on a daily basis. Additionally in R6, we supplement the OF-304 with approved vendor fuel-oil spreadsheet.
2. The Contractor will be reimbursed at the incident by the finance section on the fuel vendor's OF-286 using the OF-304 and supporting spreadsheet total. The vendor fuel-oil spreadsheet can be found at the R-6 FACT Finance, Contracting Officer and Buying Team Resources website: <https://sites.google.com/site/fscobuyt/>

Appendix G

PROHIBITED, RESTRICTED, AND SPECIALTY ITEMS

The following items are either restricted from purchasing or limited in some manner.

Prohibited Items

- Clothing, buttons, stickers, hats, etc., with special/specific printing, coloring, or logos
- Plants & flowers
- Fees for the use of recreational facilities (i.e. hot springs)
- Massage or other therapist services
- Concessionaire payments for use of Federal lands
- Vitamins and mineral supplements
- Awards and thank you card supplies

Restricted Items

- Computer Peripherals, i.e. large monitors, printers, scanners, etc.
- Special clothing (swimsuits, caulk boots, etc.)
- Pillows or sleeping bags (other than regular GSA, fire cache type)
- Government will not procure or supply equipment/utilities/etc. for incident personnel personal needs unless covered under reasonable accommodations (See Page 5 Reasonable Accommodations for more information) or needs specific to his/her position.
- Uses of motels, hotels, or other commercial rooms are a very rare exception for personnel assigned to an Incident base; exceptions must be approved in advance by the AA/INBA (if not approved employee will not be reimbursed) (See Page 5 Reasonable Accommodations for more information)
- WCF and GSA vehicle modifications/repairs will be coordinated through the local fleet manager
- Agency policy will be followed for approval on purchase of all telecommunications equipment

Specialty Items/Services

The AA has the authority to establish additional purchasing restrictions or limitations on specialty items. This authority may be delegated to the FSC or INBA in writing.

Appendix H
LOCAL UNIT REQUIREMENTS

An example has been developed which includes suggestions that the home unit can utilize if applicable to supplement the local unit guidelines.

<https://www.fs.fed.us/r6/fire/incident-business/40-coordination/>

Appendix I RESOURCE ALLOCATION

<https://www.fs.fed.us/r6/fire/incident-business/40-coordination/>

Resource allocation strategies have been developed to further define guidance for the allocation of wildland fire resources in the Pacific Northwest (PNW) when resource shortages or extraordinary situations exist.

The current strategies of pre-positioning, reallocation and lend/lease of resources have been further defined and standardized for use within the PNW. Two new strategies, Regional Surge Task Forces (STF) and IMT Reserves, have been created to supplement our current resource allocation strategy during periods of critical resource shortages.

Lend/Lease

Definition

An agreement between IMTs to allow for the use of assigned resources **from one incident to another incident** for a short-term mission (**generally not to exceed one to three operational periods; validated each day by Operations**).

Description

The lend/lease of resources fill a critical short term operational need between large incidents. This allows Incident Commanders (ICs) to share resources, to increase efficiencies, and to simplify the process. The process defined below is not intended for use on small incidents or IA where E-ISuite is not utilized.

Implementation Procedures

- **IROC** - Resources are **not reassigned** in IROC. Resource remains assigned to the initial incident. (No resource order will be generated so no new resource number). Incident Dispatch/Expanded Dispatch is not required to make any edits on the initial resource order to track lend/lease resources.
 - If an incident is within 2 – 3 days of demobilizing; resources from that incident should be reassigned and not use the lend/lease strategy.
- **Inspections** - Lend/lease contract resources previously inspected by sending incident should **not** be **re-inspected** by receiving incident.
- **E-ISuite** – Resource will **not** be moved in E-ISuite;
 - **NOTE:** If using 'Enterprise' note that it was not set up to handle lend/lease. It is recommended that you call the e-ISuite Help desk and ask to speak to the on-call subject matter expert for assistance.

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- **Sending Incident** will continue to post time in their database. A new incident will be added to the database so that costs are accurately captured for both incidents. In the remarks block of the Of-288 or OF-286, note that the resource was lend/lease. This will serve as the documentation for use of multiple incident codes on the invoice. The Sending Unit will be responsible for reporting any applicable accruals.
- **Receiving Incident** will add an E-ISuite COST entry: "Resource on loan from XX Incident" and set and lock the accrual code to 'EXCL' to ensure that costs are not reported as a USFS accrual. If there is a need to have individual lend/lease resources listed in the database so they can be assigned on the IAP the COST has the option to enter each resource separately.
- **Capturing Costs** - Finance Chiefs will coordinate to ensure costs are included in the receiving incident data base as a line item, **not actual posted time**. The estimated system rates can be used if actuals are not available.
- **Length of assignment** - will not be affected by lend/lease – all day's count toward the original assignment length.
- **Demob** – The sending incident is responsible to collect all documentation and process the final invoice to demob the resource.
- **Hard Copy Documents** - all original documents (Shift tickets, CTRs, etc.) will be sent to sending incident.
 - **Lend/Lease File** – Both the send and receiving incidents will set up a file for the lend/lease resources. At a minimum it should contain the following:
 - A list of the resources (***Resource Order#; vendor name; dates of use; etc.***)
 - Aircraft Use Summary sheets (***if used***)
 - Copy of the Of-286/Of-288 (***optional; this would be provided to the receiving incident at the end of the lend/lease period. Although it would be very beneficial for documentation purposes it may not always be possible to accomplish.***)
- **Aviation** – The Aircraft summary reports will document all lend/lease activities and will include a cost breakdown by Incident code. A copy of these summary reports can be provided to the State to support any bills associated with the lend/lease resource. COST should make a duplicate copy of any lend/lease summary reports and keep them in a separate file in the COST documentation section of the final fire package.

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- **Communication** between IMTs is key!
 - The IC makes the final decision on whether to participate in a lend/lease strategy. It is their responsibility to ensure that the information is shared with their Command and General staff.
 - Finance chiefs must coordinate with each other and with their team to ensure costs are accurately captured; time is posted, and all documentation is provided to the sending incident.
 - Operations need to ensure that Finance is informed when the lend/lease ends so that all the documentation can be forwarded to the sending incident in a timely manner.

Examples

FS incident loans 3 crews to State incident

| Application | FS incident (sending) | State incident (receiving) |
|----------------------|---|--|
| IROC | Crews stay assigned to FS incident | |
| I Suite – DATA ADMIN | Add State Incident to database | |
| I Suite – RESOURCES | | If resources check in, do not add resource to database Resources are added to the database by Finance (COST) see instructions below |
| I Suite – TIME | Post time to State incident added to database upon crews return. In remarks of OF-286 or OF-288 note that this is a Lend/lease resource | Do not post any time and have crews take back CTRs or Shift tickets to FS incident |
| I Suite – COST | | Coordinate with FSC/COST of FS Incident Option 1: Add a single line item “Resource loan from XX Incident” Enter a total daily cost for all the resources which can be obtained from the FS incident Option 2: Add a line for each resource. Example for name could be ABC dozer and “Resource loan from XX Incident” should be added in remarks. Enter daily cost for each resource which can be obtained from the FS incident |
| Injuries | Assist as needed to make sure documentation is forwarded and completed | Fill out appropriate forms to capture event, ask FS incident for assistance for federal resources, if needed |

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NOTE: When the sending incident enters the accounting code for the receiving incident into E-ISuite, the system will generate two OF-286 invoices and another column of time on the OF-288. The sending incident will submit **ALL** pay documents through their payment system. The sending incident is responsible for any payments made to the vendors. If necessary, the sending incident agency will submit a bill to the receiving incident agency through standard billing processes.

FS incident loans 2 Helicopters to State incident

| Application | FS incident (sending) | State incident (receiving) |
|--------------------|--|---|
| IROC | Aircraft stay assigned to FS incident | |
| I Suite – COST | <p><i>Coordinate with FSC/COST of State Incident</i></p> <p>Aircraft summary reports will identify the resource as lend/lease and include a breakdown of the costs by incident Provide State Incident with a copy of the Daily Summaries of Aircraft flown on State Incident</p> <p>To facilitate documentation, make a copy of all Aircraft summary reports for Lend/lease resources and file them separately in the COST documentation box.</p> | <p><i>Coordinate with FSC/COST of FS Incident</i></p> <p>Add aircraft to database</p> <p>Enter cost information from the Daily Summaries provided by the FS Incident</p> |

These examples would also apply if resources were loaned from:

- *State Incident to Federal Incident*
- *State Incident to State Incident*
- *Federal Incident to Federal Incident*

The only criteria are that E-ISuite must be used by both incidents.

Pre-Position

Definition

Mobilization of a resource(s) by specific type and number, to a defined location, in advance of an anticipated increase in initial attack/extended attack workload.

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Description

Pre-identified resources are made available for prompt response within the geographic area. Authority to mobilize these resources rests with the Northwest Coordination Center (NWCC) in concurrence with NW MAC. Resources could be hosted at other incidents, at a local unit, or held in staging. These resources will provide the capability to enhance current initial/extended attack capability.

Implementation Procedures

NWCC Emergency Operations Manager decides to pre-position resources and contacts the local Center Manager who will be hosting the resources.

- Type and mix of resources will be determined by NWCC Emergency Operations Manager in concurrence with the appropriate NW MAC representative(s) or designate(s).
- Orders will be placed by the host unit in IROC and could be filled from within the Geographic Area or through the National Interagency Coordination Center.
- The authority to reassign the pre-positioned resources rests with NWCC.
- During the 0730 NW MAC/IC/AC coordination call and the 1000 dispatch center managers coordination call the NWCC Emergency Operations Manager will communicate the availability of the pre-positioned resources.
- Pre-positioned resources are staged and compensated when the criteria of IIBMH is met. This means being held at a specific location and not at their home. An agency representative must be available to certify and sign for time worked.
- Cost for pre-positioned resources will be borne by the benefitting agencies according to Pacific Northwest Coordinating Group (PNWCG) agreement as part of the NW Annual Operating Plan for each state.

Resource Reallocation

Definition

Reallocation refers to already allocated resources that are being reassigned to another, higher priority, incident or mission. For comparison, allocation refers to the act of assigning to an incident, resources that were previously unassigned.

Description

The purpose of this reallocation strategy is to create an interagency decision model that will be used when necessary to reallocate scarce resources between on-going large incidents, new or emerging incidents, and initial attack. The strategy recognizes that reallocation decisions are best made within daily incident planning cycles and that the appropriate individuals must be involved and notified.

Resource reallocations will generally be implemented when there are no other alternatives. The NW MAC will make command decisions as necessary to avoid lengthy negotiations.

Delegation of Authority

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During critical fire seasons, Regional/State Agency Administrators provide the NW MAC (in coordination with the NW MAC Chair) with a delegation of authority to act on their behalf. This authority includes incident prioritization, the ability to direct, control, allocate, and reallocate wildland fire resources among sub-geographic area MACs, Area Commands, and Incident Management Teams. (Reference NW MAC Operations Handbook, April 2019.)

The NW MAC Coordinator may authorize reallocation when time is critical.

The Resource Reallocation Decision

In day to day operations, NWCC and the local Emergency Operations Center's (EOC's) retain the authority to allocate and reallocate resources through interagency agreements and delegations of authority. As large fire incidents develop across a spectrum of complexities and wildland fire agencies, authority over incident prioritization and the allocation and reallocation of resources is reserved for MAC groups at the national, geographic, and sub-geographic levels. Incident priorities are coordinated between MAC groups and ICs and through objectives established for each incident by the Agency Administrators and ICs.

The Reallocation Process

Reallocation decision protocols are built along the daily planning cycle starting with the 0730 NW MAC conference call with Area/Incident Commanders that identifies critical needs.

1. The local agency administrator defines the incident objectives documented in the WFDSS/WFSA and in the delegation of authority to the Area Commander / Incident Commander
2. Based on these objectives the IC develops a strategy and associated tactics which in turn defines the resources needed. The IC communicates critical resource needs to the NW MAC usually through the ICS-209, the Incident Priority Worksheet (IPW), and daily morning conference call (0730). ICs need to provide the information on specific objectives in enough detail to allow the MAC to assess tradeoffs of reallocation decisions.
3. The NWCC Emergency Operations Manager will ensure that "everything has been wrung out of the system" before recommending a resource reallocation by the NW MAC.
4. The priority of an incident, as determined by NW MAC, may not always equate to the "mission priority" for a scarce resource which will be considered in the reallocation process. Several areas of consideration have been identified for NW MAC to consider while developing the rationale for a possible resource reallocation. This rationale should be well documented and transparent to the fire management community.
5. The NW MAC, when evaluating the rationale for a reallocation, may decide that reallocating resources does not meet their strategic objectives. In this case no reallocation negotiation actions are initiated, and the decision will be communicated to the requesting AC/IC.
6. NW MAC, in conjunction with the NWCC Emergency Operations Manager, will identify incidents as possible candidates from which to acquire critical resources. The NW MAC coordinator will decide whether to pursue negotiations or to make a command decision to reallocate resources. If the decision is to proceed directly to a "reallocation decision," then

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the MAC chair will be contacted for concurrence and the MAC agency representative will be notified.

7. If the decision is to negotiate for resources, the NW MAC coordinator will communicate with the area command or incident management team representative (AC, IC, Deputy IC or designated representative) and the NW MAC agency representative (if necessary).
8. Any decision to reallocate resources will be documented within the MAC decision document and shared with the appropriate stakeholders.
9. If an incident management team is asked or directed to give up resources, every effort should be made to give the IC sufficient time to modify strategies and associated tactics prior to the incident planning meeting at 1600. Therefore, the IC will be notified of any reallocation of resources no later than 1400 hours.
10. If the situation warrants, resources will be reallocated by NW MAC command decision in place of negotiations.
11. In the event of a command decision with no negotiations, the NW MAC will conduct an After Action Review (AAR) to evaluate the effects on incident planning and execution to document the measure of success.

Incident Management Team (IMT) Reserve

Definition

A reserve of resources assembled and mobilized to support the deployment of an IMT on a new large incident. This IMT Reserve is timed to arrive with the IMT on the incident.

Description

Every IMT requires a certain base capability to address basic WFDSS/WFSA objectives. A reserve of resources will be identified to deploy as an IMT Reserve when an IMT is ordered. The package generally consists of the following resources, and can be modified on a case by case basis:

- One staffed standard category T2 or T3 helicopter, five engines and eight T2 crews.

IMT Reserve resources may be reallocated from other incidents, drawn from local units, or from outside the geographic area.

Implementation Procedures

- Reallocated resources will follow the NW MAC reallocation process as outlined in the NW MAC Resource Reallocation Strategy. Unassigned or pre-positioned resources will follow standard procedures.
- NWCC Emergency Operation Manager will communicate the mobilization of the IMT Reserve components to the sending and receiving Expanded Dispatch Supervisors and Center Managers.

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- NWCC Emergency Operations Manager may require “Release Authorization” by NWCC in IROC to resources currently assigned. (This IROC feature ensures resources are held on their current assignment until authorized for reassignment in IROC by NWCC).
- IMT Reserve resources should have at least six days remaining before they “time out”.
- Resources currently assigned will continue to be utilized and charge to their assigned incident until reassigned to an emerging incident.
- Resources will be assigned to their new assignment in IROC.
- Once assigned, the IMT Reserve resources are entered in EISUITE and remain on that incident until released.
- Travel is paid by the receiving incident.
- This will not be considered a new assignment for determining length of assignment. All days in staging or travel between incidents will count as days worked.

Regional Surge Task Force

Definition

Surge Task Forces (STF) are pre-identified mobile suppression units with overhead that can effectively and efficiently implement special mission operations in a one to four-day time frame. A requesting unit will identify their mission critical needs and request a STF to address those needs. The configuration of a STF may vary depending on the need and whether it is supporting initial attack or large incidents. Resources that populate the STF may be unassigned, reassigned, requested from outside the Geographic Area, or reallocated.

Description

The purpose of a Regional STF is to provide the capability to accomplish a specific high priority mission on an incident. This strategy employs the use of task forces composed of Type 1 resources allocated and deployed strategically by NW MAC. The resources will remain under the control of the NW MAC and will move together from mission to mission between incidents and complexes within the Geographic Area.

A Surge Task Force would be assigned to specific missions based on the following criteria:

- 1) Specific tasking or mission to be accomplished (complex burnout operations, critical line construction under difficult conditions, provide air resources and personnel for initial preparation for IMT aviation operations, etc.)
- 2) Achieving incident objectives would change the character of the fire: prevent a mega-fire, prevent a fire from increasing in complexity and becoming a bigger resource sink, or move a fire to a mop-up and patrol status and free up resources.
- 3) Number of days needed to complete the mission.
- 4) Probability of success.
- 5) Consequence of not receiving STF.

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Possible ground operations Surge Task Force configurations may include but are not limited to:

- 1-Division Supervisor/Incident Commander T3 (Chief of Party)
- 1-Task Force Leader
- 4-Interagency Hotshot Crews

Possible air operations Surge Task Force configurations may include but are not limited to:

- Timber-ATGS with platform (Chief of Party), 1-T3 helicopter, 1-T1 limited helicopter, HEB1, 3-HMGB, and 5-HECM.
- Desert-ATGS with platform (Chief of Party), 1-T2 standard helicopter, 2 single engine air tankers, HEB2, 2-HMGB, SEMG, and 8-HECM.
- Mixed-ATGS with platform (Chief of Party), 1 T-3 helicopter, 1 T2 limited helicopter, HEB2, 2-HMGB, and 5-HECM.

| |
|---|
| Appendix J PNWCG Incident Business Committee Agency Contacts |
|---|

| Agency | Name and Address | Phone Numbers and Email |
|---------------|---|---|
| BIA | Regina Hoffmann 911 NE 11 th Ave Portland, OR 97232 | 503-231-6800 FAX 503-231-6817 regina.hoffmann@bia.gov |
| BLM/FS | Becky Slick PO Box 2965 Portland, OR 97208 | 503-808-6319 FAX 503-808-6799 bslick@fs.fed.us |
| NPS | Bob Rivelle 333 Bush Street Suite 500 San Francisco, CA 94104 | 415-623-2217 FAX 415-623-2383 robert_rivelle@nps.gov |
| FWS | Veronika Klukas 911 NE 11 th Avenue Portland, OR 97232 | 503-231-6174 307-250-5684- cell Veronika_klukas@fws.gov |
| ODF | Kim Titus 2600 State Street Salem, OR, 97310 | 503-871-9557 Kim.Titus@oregon.gov |
| WDNR | Sarah Thorson PO Box 47037 Olympia, Washington 98504 | 360-280-0050 FAX: 360-902-1781 sarah.thorson@dnr.wa.gov |

Appendix K Fire Cooperator Check In Sheet

Fire Cooperator Check In Sheet (Rural, County, City)

Incident Name: RO Number: Jurisdictional Agency:

Cooperator/Agreement Information

*Cooperator Name:

*Specific
Firehouse/District:

*Agreement Number:
YES ☐ NO ☐

*Copy of Agreement
Included?

*DUNS:
YES ☐ NO ☐

Replacing a
Resource?

If Yes, which
Resource?

Payment Information

*Equipment: *Equipment Rate:

*Personnel: *Personnel Rate:

* Fuel: WET ☐ DRY ☐ *Rate Guide
Applicable? YES ☐ NO ☐
*Meal Breaks YES ☐ NO ☐ *Location of Rate
Authorized? YES ☐ NO ☐ Guide:

Payment
Agency for OF-
286:

*Host Agency:

Billing Agency:

Which agencies
involved? Identify
Payment Flow

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*Cooperator
need
originals?:

YES ☐

NO ☐

*What originals
does
Cooperator
need?

N/A ☐ OF-288 ☐ OF-286 ☐ Shift Tickets ☐ CTR's ☐

Home Unit Contact Information

*Full Name:

*Primary Phone:

*Alternate
Phone:

*Email:

*Website:

Agency
Contact/Office:

| |
|--|
| Appendix L Finance In-Brief Checklist |
|--|

The Unit Incident Business Operations Guide (IBOG) will be given to the FSC at the IMT in-brief.

The following checklist identifies special considerations and items specific to each incident to be covered during the in-brief between the host agency and the FSC/IMT Finance group.

| | | | |
|----------------------|--|----------------------------|--|
| INCIDENT NAME: | | INCIDENT NUMBER: | |
| START DATE: | | JURISDICTION: | |
| | | | |
| DEFAULT CHARGE CODE: | | ADMIN OFFICE FOR PAYMENTS: | |

| | CONTACTS: | PHONE / EMAIL: |
|-----------------------------------|-----------|----------------|
| Agency Administrator: | | |
| Incident Business Advisor: | | |
| Finance Section Chief: | | |
| Buying Team: | | |
| Expanded Dispatch: | | |

TRANSITION FROM IA/EXTENDED ATTACK

- ☐ e-ISuite: Is there a database started? Has it been transferred to the IMT?
- ☐ IA Finance: Has an IA finance box been started? Has it been transferred to IMT? Are any IA finance people available to stay with the IMT?
- ☐ Review existing Finance issues already in place: timesheets, local resources tracking, local LUA's, quick costs, etc.

FSC: GENERAL FINANCE ISSUES

- ☐ Information sharing: How will you share information between INBA and FSC?
- ☐ Finance Package requirements: Follow National file standards, adding files as needed for undefined categories (ex: batch memos). Ensure Final Statement of Cost is included in package (permanent record). Define transition expectations. Define filing preferences.
- ☐ e-ISuite Database: IMT computers and turn back expectations (ensure e-ISuite Transition document completed to ensure database log-in/passwords are accessible)

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- ☐ Incident Replacement Policy: Host agency will outline and may delegate approval authority per agency policy. Define process, documentation requirements and FSC/LSC roles (ex: non-standard cache items, specialty items, etc.).
- ☐ Interim Payments: Follow agency guidelines and process payments every two weeks.
- ☐ Recycling: Expectations and review the recycling plan.
- ☐ Weed Wash: Refer to agency guidelines.
- ☐ Law Enforcement: What Law Enforcement is available in this area and what process to utilize (Agency Law Enforcement agreements and payment requirements?)
- ☐ Ambulances, Fireline EMTs, and EMS: If local resources are not available refer to Dispatch Priority List.

COST

*note: several of these items may impact the entire Finance Section and tracking

- ☐ Cost Share: Yes/No? If so, identify specific requirements within the Cost Share and what tracking will be needed from the COST.
- ☐ Cost tracking and reporting expectations: Identify what reports or graphs are expected and when (ex: INBA wants Accrual report daily, total cost each day at Planning meeting, AA wants Total Cost graph each day, etc.)
- ☐ Provide the Buying Team contact information for BUYT cost tracking
- ☐ Incident Complex: Yes/No? If so, identify if there are specific tracking requirements for each incident (ex: separate incidents until X date then complex, all incidents as one complex, multiple incidents managed tracked individually under complex name, etc.)
- ☐ FMAG incident: Yes/No? If so, identify tracking requirements and explain what impacts FMAG has on Finance
- ☐ Accruals: Identify expectations and review FS - ASC accrual submission requirements. Identify expectations for INBA's requested accrual reports and final accrual reports in the Finance box.
 - Frequent errors that will assist in proper accrual tracking (accrual codes entered or locked incorrectly, Accounting codes entered correctly, contract resources, ADs, etc.)

PERSONNEL TIME

- ☐ CTRs: All documentation required (Hazard, excessive shift justification and mitigation, compensable meals, supervisor signature, mileage, meals, etc.)
- ☐ AD Payments: Define expectations for audits, accuracy and submission timelines every two weeks
 - FEDERAL AD: Employee Common Identifier (ECI) entered into e-ISuite
 - FS AD Payments – Include travel unless meets specific exception criteria
 - DOI AD Payments – return to DOI agency

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- ☐ STATE EFFs, State employees, Fire Departments: R6 cooperator agencies take all original documents back home for processing; Finance must make copies for finance files.
- ☐ Timesheets: Define filing preferences (ex: sorted with crews/engines/modules separated, etc.)

PROCUREMENT & EQUIPMENT TIME

At the transition of teams (BUYT, IMT, etc.) re-evaluation of large ticket items, i.e. Land Use, Internet Services, etc. should be completed to ensure for cost efficiencies.

- ☐ Land Use Agreements and Acquisition processes: IMT must coordinate with appropriate AQM personnel for any LUA Agreements, EERAs, etc.
 - Identify who the lead Contracting Officer is and who is approved to write-up LUAs or EERAs
 - AQM will be involved with any LUA. LUAs will be paid following agency protocols
 - Consider LUAs for Gray Water & Potable Water.
- ☐ Purchasing
 - Buy locally as much as possible
 - Meals & Lunches: identify vendors on local unit's service and supply plan.
 - Buying Team Tracking Spreadsheet: Identify the process how daily expenses will be reported to the IMT for COST reporting.
 - Process for commercially rented equipment will be determined by CO. (not paid on OF-286)
 - Utilities: All utility services ordered for the incident will be
 - Identified with name of person requesting service
 - Tracked via the Commercial Service/Rental Envelope (or, per Unit AQM process)
 - Will be reported and turned over to the host agency
 - Local purchases will be returned to the local unit
- ☐ National Contracts (showers, caterers) & National T2IA Crews
 - FS-ASC is the Payment Agency (Reference the contract for submission address)
 - T2IA Crews – original CTRs must be submitted with the OF-288 for payment to FS-AS
- ☐ Contract Equipment: Identify top issues to watch out for
 - Ensure current agreement, complete shift tickets, mileage documented, actual hours, all operators listed, deductions/additions, resource order, etc. (provide new Equipment Envelope cover sheet)
 - Ensure pre and post use inspections are done (marking no damage/no claims in Finance is not enough)
 - Review requirements for DUNS and Tax ID numbers or vendor code worksheet.
 - Check if coming from a reassignment and ensure reassignment day paid correctly
 - Transports and Heavy Equipment: emphasize transport payment direction for VIPR contracts

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- Mob/Demob day, First and last day rates
- One operator, Transport rate is reduced; Two operators (must both be identified on Shift Ticket)
- General Message from Ops for keeping transport with equipment
- Specify when separate E-#s are needed for transport and when not
- Contractor Extensions: [2019 VIPR Length of Assignment Guidance at the FACT website](#).
- No variations from the contract are acceptable unless negotiated by the signing CO (double shifts, adding equipment or capabilities, adding operators, rate adjustments, etc.)
- ☐ Un-Operated Equipment: tracking and payment process (ex: which resources are tracked/ paid by Finance or by BUYT)
- ☐ Rental Vehicles: Follow Region 6 Fire Aviation Contract Team rental car guidance on FACT Website.
 - Any damage to a region 6 rental vehicle needs to be emailed to FACT inbox with all supporting documentation
- ☐ Fuel: Follow agency guidance Appendix F. Fuel tenders on viper must follow fuel contract policy, if credit card capability is not available all fuel trucks must use Fuel and Oil issues to track fuel purchases that must accompany any fuel tracking spreadsheet. Follow agency NR guidance. On-incident fuel purchasing (generators, rentals, etc.) may be done through AQM or as set up by the host agency.
- ☐ Contract Claims: Must be handled by an appropriate Contracting Officer. If none assigned to incident, must be routed to the local CO via the INBA.
 - Viper Claim- Incident CO, if not comes back to signer CO
 - EERA- Signer CO
 - LUA-Incident CO, Signer CO
 - Vehicle Claims- FACT inbox – Move under Procurement and Equipment.

COMP/CLAIMS

- ☐ Identify local hospitals and clinics that accept OWCP
- ☐ If no COMP, identify process for when injuries occur (ex: will FSC, EMT, Safety accompany injured individual or is a local representative available?)
- ☐ APMC: Review Agency APMC policies (ex: is host agency authorizing use, when can it be used, etc.)
- ☐ Incident Finance Package requirements: all forms sent home with individual and only M-Log left in Finance Box
- ☐ Claims: Identify process for claims submission (ex: claims against the Government routed to the INBA, employee claims to employee's home unit, etc.)
- ☐ [Tort Claims](#): Reference Tort Claim Standard Letter and Tort Claim SF-95 Form
- ☐ Accident reporting: review proper forms and process

Additional Finance considerations or requirements:

Appendix M

Incident Finance Transition Checklist

From HOST UNIT / OUTGOING IMT to INCOMING IMT

IF USING e-ISUITE SITE:

- ☐ BEFORE you run a backup of the incident database, add the IMT's IT Specialist (ITSS) as an Account Manager Role, with an initial Password for logging in
- ☐ Backup the e-ISuite database with the incident(s) being delegated to the IMT.
- ☐ Copy the backup file onto a CD or flash drive & be sure to include:
 - The Database name and Database Password
 - The name & password you assigned to the ITSS with the Account Manager role.
- ☐ Give the e-ISuite DB to the incoming IMT ITSS or the FSC

IF USING eISUITE ENTERPRISE:

- ☐ Go to Edit Incident, User Access List, and Add User.
- ☐ Add the IMT ITSS or FSC. They must have NAP Data Steward Privileges
- ☐ Create the Enterprise Transition file; assign a Transition File Name & PW.
- ☐ If the IMT does not have internet access; copy the Enterprise Transition file and put it on a CD or flash drive to give to the IMT.

HOME Unit:

- ☐ An Incident End Date is entered into e-ISuite at the end of the Incident.

Finance Package Transition

- ☐ Start incident file box (follow File Format linked below) and transfer all incident records to the incoming IMT so the package is kept together in its entirety until return to host unit.
 - See Incident file structure at www.nwccg.gov (select: Search: type in Records Management: select Records Management | NWCG: Incident Records). This site has file labels ready to print and explains what should be kept and how it should be organized. All agencies are required to follow this direction.

Transitions between IMTs

All rental equipment will be left in use at the ICP in order to minimize disruption of operations and downtime. Out of region teams typically travel with little or no computer gear. If a team installs their own kit computers and returns rentals to the Buying Team, an incoming team will need to reorder rentals. The outgoing team would then remove their gear, causing significant downtime for the ICP. A Transfer of Property form listing each item will be signed by the outgoing and incoming teams. The outgoing team will retain a signed copy.

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e-ISUITE TRANSITION

- ☐ Confirm the e-ISuite information has been transferred and that the incoming team has: TRANSITION file Name & Password; or DATABASE Name & Password and the incoming ITSS has been added with a valid NAP Data Stewart role.
- ☐ Transfer all electronic files that support financial functions, logic, and or decisions, including ASC transmittals, Cost Logic, un-operated equip, etc.) Also copy and transfer 2-3 days' worth of Financial Accrual files as backup; these files are not part of the e-ISuite backup file.
 - make sure your electronic files ONLY include the current assigned incidents

Finance Package Transition

- ☐ Keep the incident file boxes together and ongoing (even if multiple IMT transitions) until the end of the incident, when the entire package is turned back to the host Agency.
- ☐ If payment packages have been audited and are ready to mail, make sure they get sent.
- ☐ Ensure copies of payment transmission logs are clearly identified in the Finance box. EACH batch number must be unique and well documented to maintain the integrity of tracking.
- ☐ Provide documentation and background for any outstanding issues that require follow-up.
 - Identify the physical location of all documentation regarding these issues before the outgoing team leaves.
 - Confirm documentation from the outgoing IMT are in place before they leave.
- ☐ Get contact phone numbers / email for the outgoing IMT members – especially the FSC and LSC as these will be key contacts if any questions arise after the IMT demobs.

Transition from FINAL IMT back to HOST UNIT

e-ISUITE TRANSITION

SITE TO SITE:

- ☐ The final backup Database file should be loaded onto a CD or flash drive & given to the host agency financial rep at closeout.
 - Include DB Name and PW and the login name and PW for the user assigned the Account Manager role from the host unit

SITE TO ENTERPRISE:

- ☐ On the Data Transfer page in Site, Create the Transition File & PW. Give the Data Transfer Name & PW to the Incident Host Agency finance rep.
- ☐ Transfer all electronic records from the outgoing IMT's server for this incident. Electronic finance files may include, but not limited to:
 - Buying Team spreadsheets
 - Back up spreadsheets used by COST for "support cost estimates"

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- Saved .pdf documents of accrual or cost share reports
- Transition reports
- Anything else related to finance records that may have been saved electronically

Finance Package Transition

- ☐ All finance information turned back to the Host Agency in the proper Legacy format or per the host unit's Incident Business Operating Guidelines.
- ☐ Any outstanding claims issues and where the physical records are in the package.
- ☐ Advise the Agency Administrator of any other known, unresolved, finance issues.
- ☐ Any outstanding medical issues, patient follow-up needs, and location of M-Logs in the files.
- ☐ Vendor invoices that still need to be completed, posted, and closed out. Pay particular attention to Rental Vehicles. *The IMT is responsible for closing out all un-operated equipment payments if equipment was released prior to IMT's travel home date.*
- ☐ Status of payment packages:
 - Master copy of the Payments Transmission Log
 - Are there packages that need to be audited and sent? Do copies need to be made?
 - Are there packages ready to mail to the payment center for the Host Agency – that have already been AUDITED?
- ☐ Is a secure location ready for your incident Finance Files?
- ☐ All rental equipment will be returned to the Buying Team or other entity that procured it. A Transfer of Property form listing each item will be signed by the outgoing team and the incoming organization. The outgoing team will retain a signed copy.

Record Keeping

- ☐ The [national naming convention and filing procedures](#) will be used for filing electronic records.

PNWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

e-ISUITE TRANSITION

THIS FORM MAY ALLOW ACCESS TO PII – USE IN ACCORDANCE WITH PNWCG PII GUIDELINES
DATABASE INFORMATION

| | |
|-----------------------|----------|
| e-ISuite Version: | or date: |
| SITE DB Name: | P/W: |
| Transition File Name: | P/W: |

Account Manager:

USER NAME: ad.

Enterprise ☐ or Site ☐

P/W

INCIDENT INFORMATION

| | |
|------------------|--------------------|
| Name: | Number: |
| Jurisdiction: | Start date: |
| Accounting Code: | USFS Accrual Code: |
| | FS Override Code: |

TRANSFERRED FROM:

Name, Unit and Contact #

TRANSFERRED TO:

Name, Unit and Contact #

Was Accrual Data uploaded daily? ☐ Yes ☐ No ☐ N/A

Has SITE DB been transferred to ENTERPRISE? ☐ Yes ☐ No

If no, who has physical ownership of the SITE DB backup file?

If yes ->

DATA STEWARD:

PNWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

Unit _____

Appendix N

FOIA, Records Management & Requests for Information

Requests for Agency Records – Freedom of Information Act (FOIA)/Privacy Act (PA) Requests

Incident records are managed according to the jurisdictional agency policies. Incident and Home Unit personnel may receive requests from other government agencies, businesses, or the public to provide information. If you receive a request, verbally or in writing, for agency information/records (FOIA or Privacy Act request) you must direct that individual to the appropriate office as identified in the table below.

These requests can include various formats of records and information. Examples include but are not limited to hard copy files, electronic files, photographs/audio/video files, and maps. The designated FOIA coordinator will determine what information to release and identify documents containing sensitive information. It is important for employees to understand and follow processes and procedures determined by the jurisdictional agency managing the records.

| DEPARTMENT OF INTERIOR | | | |
|--|---|--|---|
| Bureau of Land Management (BLM) | | | |
| Oregon/Washington | FOIA Specialists | Shannon Wolery 541-473-6321 swolery@blm.gov | <ul style="list-style-type: none"> Per the BLM Records Access Categories List, all records relating to a Fire incident need to be released through the FOIA process. Staff on a Fire detail are not authorized to release documents, even if no redactions are required. This does not pertain to documents created specifically for public release by the Public Affairs Office or designated staff. Members of the public can submit a FOIA/PA request for fire records to https://www.doi.gov/foia/foia-request-form |
| | | Anne Carraturo 503-808-6424 acurraturo@blm.gov | |
| | Records Officer - Incident Records Management | Katherine Wentworth 503-808-6478 kwentwor@blm.gov | |
| Alaska | FOIA Specialist | Heidi Wanner 907-271-3559 hwanner@blm.gov | Follow Agency Policy and Procedure BLM Manual 1278 – External Access to BLM Information |

PNWINCIDENT BUSINESS MANAGEMENT GUIDELINES

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| | Records/PA Officer - Incident Records Management | Joseph Lotz 907-271-3116 jlotz@blm.gov | Follow Agency Policy and Procedure BLM Manual 1278 – External Access to BLM Information |
| US Fish and Wildlife Service (FWS) | | | |
| | FOIA | https://www.doi.gov/foia/requests | The requester requests a FOIA through the national FOIA request site |
| DEPARTMENT OF AGRICULTURE | | | |
| Forest Service (USFS) | | | |
| Region 6: Oregon/Washington | R6 FOIA/PA Coordinator | Laura Hoover (503) 808 2268; laura.hoover@usda.gov and/or R6_FOIA@fs.fed.us | Per <u>FSM 6200 – Office Management; Chapter 6270 – Availability of Records</u> NO Forest Service records are authorized to be released, <i>even if no redactions are required</i> , by any staff on fire detail to include law enforcement. <ul style="list-style-type: none"> <i>This does not pertain to documents created specifically for public release by the Public Affairs Office or designated staff.</i> All requests from Law Enforcement Agencies (State, County, and Local) should be directed to the designated LEI POC for the fire. That person will determine if it is a FOIA/PA request or not and respond accordingly. |
| | Records Manager - Agency Incident Records Management Electronic Fire Records Management | Karen Hardy 406-303-0956 Karen.hardy@usda.gov Rolene Mesa 541-802-6345 Rolene.mesa@usda.gov | Follow Agency Policy and Procedure <u>FSH 6209.11 Chapter 40 Filecode(s)</u> <ul style="list-style-type: none"> 1590 – Disaster and Emergency Operations, and Homeland Security or 5180-Fire Package – Incident Administrative Records and 5180-Fire Package – Incident History File |

PNWINCIDENT BUSINESS MANAGEMENT GUIDELINES

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| | | | <ul style="list-style-type: none"> All records shall be filed electronically according to the Forest Service eRecords policy. |
| Law Enforcement | | ASAC Alex Lomvardias , 360-891-5269 alexander.lomvardias@usda.gov | Request for Information from other law enforcement officials All requests from Law Enforcement Agencies (State, County, and Local) should be directed to the designated LEI POC for the fire. That person will determine if it is a FOIA/PA request or not and respond accordingly. |
| Forest Service (USFS) (continued) | | | |
| Region 10: Alaska | R10 FOIA/PA Coordinator | Adams-Johnson, Connie (907) 586-8774 cadamsjohnson@fs.fed.us | Per <u>FSM 6200 – Office Management; Chapter 6270 – Availability of Records</u> NO Forest Service records are authorized to be released, <i>even if no redactions are required</i> , by any staff on fire detail to include law enforcement. <ul style="list-style-type: none"> <i>This does not pertain to documents created specifically for public release by the Public Affairs Office or designated staff.</i> All requests from Law Enforcement Agencies (State, County, and Local) should be directed to the designated LEI POC for the fire. That person will determine if it is a FOIA/PA request or not and respond accordingly. |
| | Records Manager – Agency Incident Records Management & Electronic Files | Robin Dale 907-586-9344 robin.dale@usda.gov | Follow Agency Policy and Procedure <u>FSH 6209.11 Chapter 40 Filecode(s)</u> <ul style="list-style-type: none"> 1590 – Disaster and Emergency Operations, and Homeland Security or 5180-Fire Package – Incident Administrative Records and 5180-Fire Package – Incident History File |